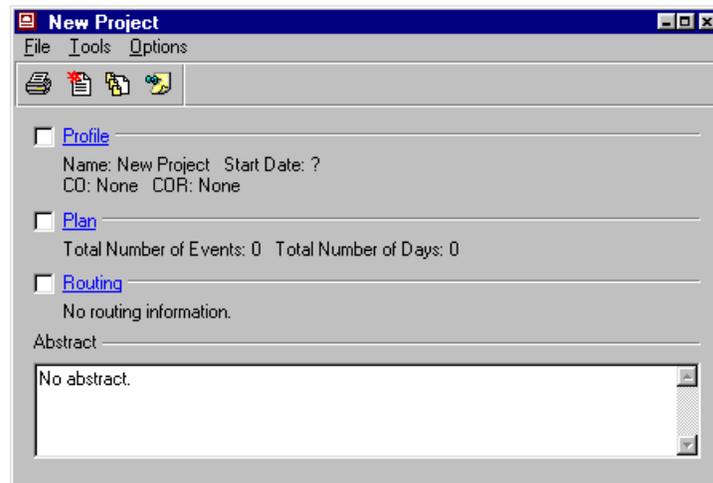


At the *Contracting Worksheet*, highlight the appropriate purchase request number and click on the "Project" check box. A checkmark will display in the check box. Select "File" from the menu bar then select "New" from the drop-down menu. Or click the  icon to display the *New Project Summary Screen*. The following screen will appear:

New Project Summary Screen



From the *New Project Summary Screen*, click on the "Profile" hypertext link.

Procurement Milestone Tab Control Screen

Profile Screen

Procurement Milestone

Profile | Additional Info | SOW Abstract

Project

Name: WPM0001

Procurement Model

Selecting a Procurement Milestone Model from the list automatically populates the Project's Plan with events.

Model: CONSTRUCTION - SEALED BID

Dates & Days

Once Events are added to the Project's Plan, projected dates for each Event are automatically updated using the Start Date. The Number of Days is then calculated.

Calculate By: Calendar Work Days

Start Date: [] Total Number of Calendar Days: 59

OK Cancel Apply Help

Press the <TAB> key to move through each field.

Project Name:	Enter project number.
Model:	Select a procurement model name from the drop-down box.
Calculate By:	Select either "Calendar" or "Work Days."
Start Date:	Enter the date from which all events will be calculated.

Note: When selecting a model name, some fields may default, based on the model name. If the Procurement Milestone Plan is modified, "Calendar Days" or Work Days" may change.

Click on the "Additional Info" tab, and the *Additional Info Screen* will appear.

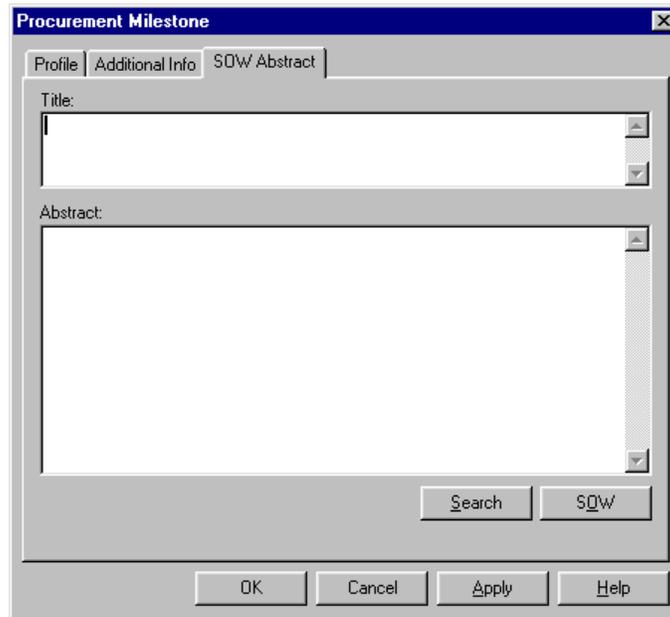
Additional Info Screen

Acquisition Method:	This field defaults based on the model name. Click on the drop-down box to change the default Acquisition Method.
Contract Type:	This field will default to the model name selected. Click on the drop-down box to change the default contract type.
Govt. Estimated Amt:	Enter the estimated contract value. The maximum value is 999,999,999,999.99.
Competitive Requisition (check box):	If this is a competitive procurement, check the box when applicable.
Indefinite Delivery Contract (check box):	If this is an indefinite delivery, check the box when applicable.
Local Matrix ID:	This field defaults based on the model name. Click on the drop-down arrow to change the default local matrix ID.
Purpose:	This field defaults based on the model name. Click on the drop-down arrow to change the default purpose.
Contracting Officer:	Click on the  icon to select the appropriate Contracting Officer.
COR/COTR:	Click on the  icon, select the appropriate Contracting Officer's Rep.

NOTE: *If a Contracting Officer's name does not appear on the list, contact the Systems Administrator.*

Click on the "SOW Abstract" tab and the *SOW Abstract Screen* will appear.

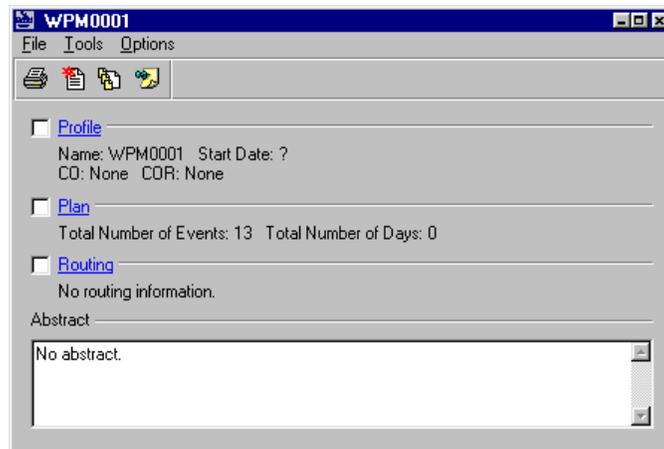
SOW Abstract



The screenshot shows a dialog box titled "Procurement Milestone" with three tabs: "Profile", "Additional Info", and "SOW Abstract". The "SOW Abstract" tab is active. It contains two text input fields: "Title:" and "Abstract:". Below these fields are two buttons: "Search" and "SOW". At the bottom of the dialog box are four buttons: "OK", "Cancel", "Apply", and "Help".

In the "Title" block, enter a description of the project, i.e., "Janitorial Services, Federal Office Building, Manchester, NH." Then enter text within the "Abstract" block. After entering the appropriate information, click on  and return to the *Project Summary Screen*.

Project Summary Screen



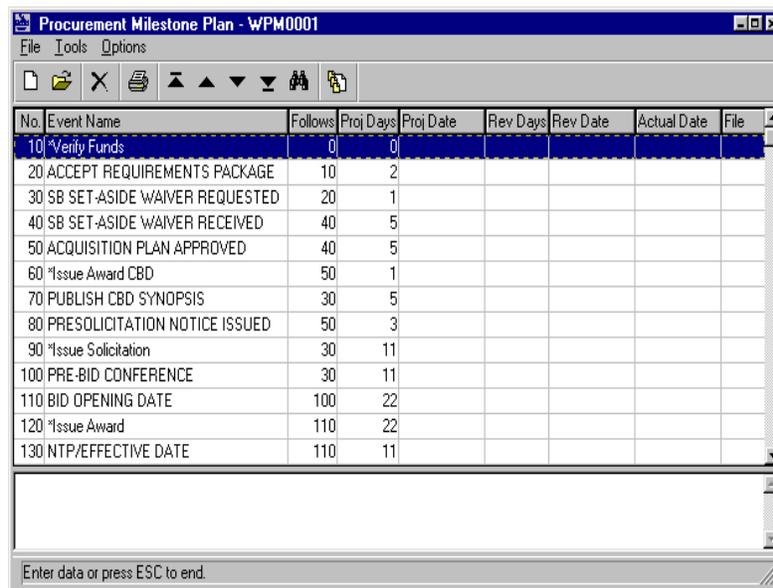
The screenshot shows a window titled "WPM0001" with a menu bar (File, Tools, Options) and a toolbar. The main area contains several sections, each with a checkbox and a label:

- Profile**
Name: WPM0001 Start Date: ?
CO: None CDR: None
- Plan**
Total Number of Events: 13 Total Number of Days: 0
- Routing**
No routing information.
- Abstract**
No abstract.

Viewing a Procurement Milestone Plan

The Plan function establishes and maintains a Procurement Milestone Plan (a list of procurement milestones) for the selected project. Milestone events can be individually added, using the Plan function, or a pre-established list can be copied from the Procurement Model. At the *Project Summary Screen*, click the “Plan” hypertext link to display the *Procurement Milestone Plan Browser*.

Procurement Milestone Plan Browser



The screenshot shows a window titled "Procurement Milestone Plan - WPM0001" with a menu bar (File, Tools, Options) and a toolbar. Below is a table with the following data:

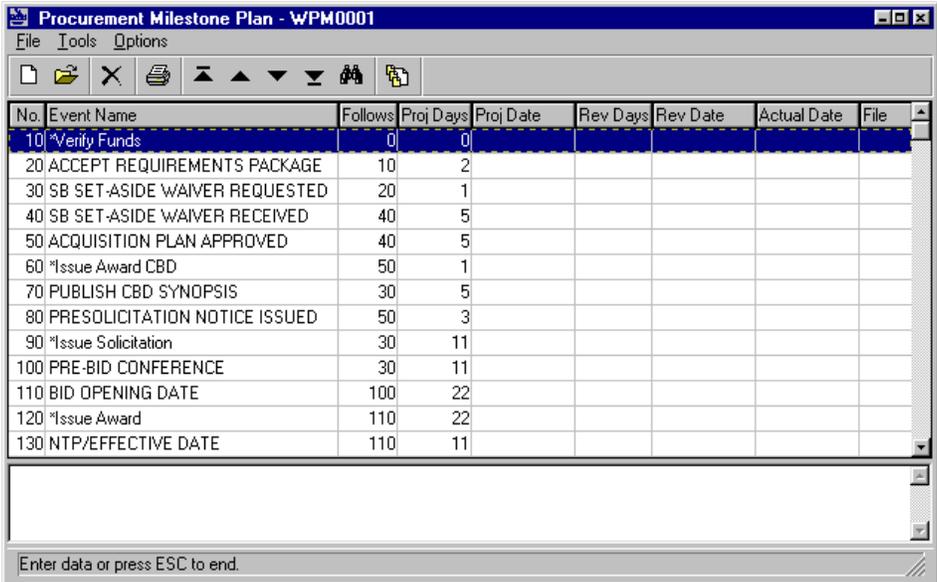
No.	Event Name	Follows	Proj Days	Proj Date	Rev Days	Rev Date	Actual Date	File
10	*Verify Funds	0	0					
20	ACCEPT REQUIREMENTS PACKAGE	10	2					
30	SB SET-ASIDE WAIVER REQUESTED	20	1					
40	SB SET-ASIDE WAIVER RECEIVED	40	5					
50	ACQUISITION PLAN APPROVED	40	5					
60	*Issue Award CBD	50	1					
70	PUBLISH CBD SYNOPSIS	30	5					
80	PRESOLICITATION NOTICE ISSUED	50	3					
90	*Issue Solicitation	30	11					
100	PRE-BID CONFERENCE	30	11					
110	BID OPENING DATE	100	22					
120	*Issue Award	110	22					
130	NTP/EFFECTIVE DATE	110	11					

Enter data or press ESC to end.

If a procurement model was selected on the *Profile Screen*, the model will display. If changes are required, see the next section entitled “*Maintaining A Procurement Milestone Plan.*”

Maintaining a Procurement Milestone Plan

Procurement Milestone Plan Browser



The screenshot shows a software window titled "Procurement Milestone Plan - WPM0001". It features a menu bar with "File", "Tools", and "Options". Below the menu bar is a toolbar with various icons. The main area contains a table with the following data:

No.	Event Name	Follows	Proj Days	Proj Date	Rev Days	Rev Date	Actual Date	File
10	*Verify Funds	0	0					
20	ACCEPT REQUIREMENTS PACKAGE	10	2					
30	SB SET-ASIDE WAIVER REQUESTED	20	1					
40	SB SET-ASIDE WAIVER RECEIVED	40	5					
50	ACQUISITION PLAN APPROVED	40	5					
60	*Issue Award CBD	50	1					
70	PUBLISH CBD SYNOPSIS	30	5					
80	PRESOLICITATION NOTICE ISSUED	50	3					
90	*Issue Solicitation	30	11					
100	PRE-BID CONFERENCE	30	11					
110	BID OPENING DATE	100	22					
120	*Issue Award	110	22					
130	NTP/EFFECTIVE DATE	110	11					

At the bottom of the window, there is a status bar that reads "Enter data or press ESC to end."

To maintain a specific event on your Procurement Milestone Plan, highlight the appropriate sequence number and double click. The *Event Maintenance Tab Control Screen* will display.

Event Maintenance Tab Control Screen

Event Screen

The screenshot shows a dialog box titled "Event Maintenance" with a close button (X) in the top right corner. It has two tabs: "Event" and "Comments". The "Event" tab is selected. The dialog is divided into two main sections: "Event Data" and "Dates".

Event Data:

- Sequence: 20
- Days: 1
- Follows Event: 10 Proc. Request Received (dropdown menu)
- Description: Proc. Request Accepted

Dates:

- Projected: 10/28/97
- Revised: (empty)
- Actual: (empty)

At the bottom of the dialog are four buttons: OK, Cancel, Apply, and Help.

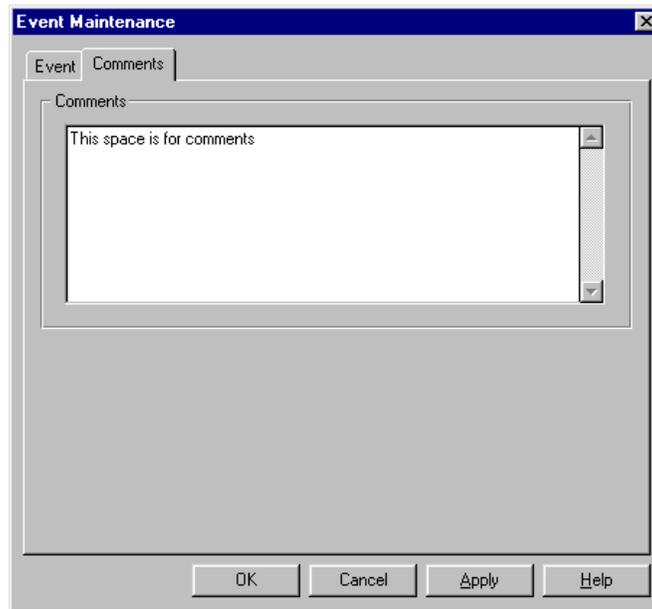
Press the <TAB> key to move through each field.

Days:	Enter the number of days allowed for event completion.
	OR
Projected:	Enter a revised projected date.
Follows Event:	From the drop-down menu, select the sequence number of the event that this event should follow.
Description:	The description text displays as the "Event" name. This field is view only.

NOTE: *The system counts by calendar days.*

Click on the "Comments" tab and the *Comments Screen* will appear.

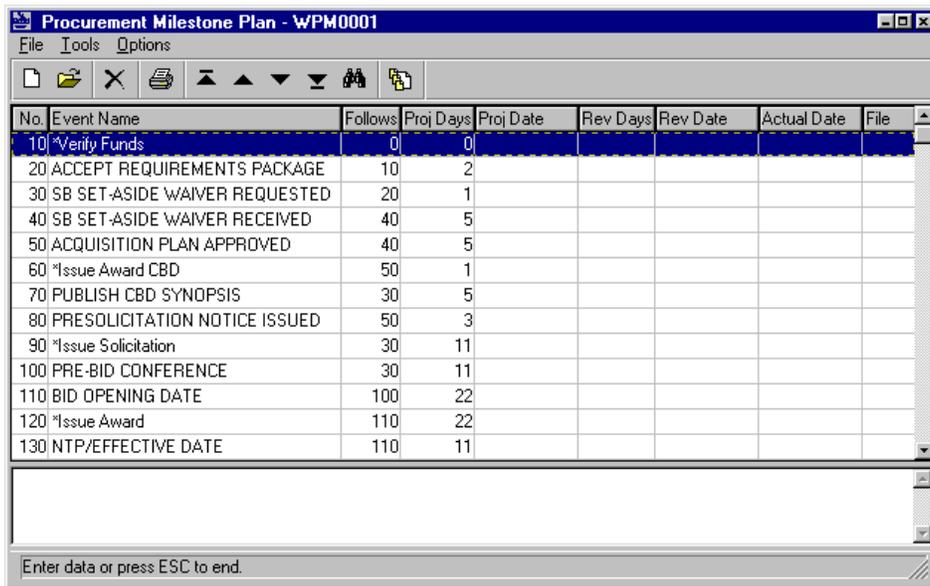
Comments Screen



Enter any comments, and click on  to return to the *Procurement Milestone Plan Browser*.

Adding a New Event

Procurement Milestone Plan Browser



The screenshot shows a software window titled "Procurement Milestone Plan - WPM0001". It features a menu bar with "File", "Tools", and "Options". Below the menu bar is a toolbar with icons for file operations and editing. The main area contains a table with the following data:

No.	Event Name	Follows	Proj Days	Proj Date	Rev Days	Rev Date	Actual Date	File
10	*Verify Funds	0	0					
20	ACCEPT REQUIREMENTS PACKAGE	10	2					
30	SB SET-ASIDE WAIVER REQUESTED	20	1					
40	SB SET-ASIDE WAIVER RECEIVED	40	5					
50	ACQUISITION PLAN APPROVED	40	5					
60	*Issue Award CBD	50	1					
70	PUBLISH CBD SYNOPSIS	30	5					
80	PRESOLICITATION NOTICE ISSUED	50	3					
90	*Issue Solicitation	30	11					
100	PRE-BID CONFERENCE	30	11					
110	BID OPENING DATE	100	22					
120	*Issue Award	110	22					
130	NTP/EFFECTIVE DATE	110	11					

At the bottom of the window, there is a status bar that reads "Enter data or press ESC to end."

All events on an individual Plan are sequenced in increments of ten, so users may insert events in between already established events. For example, to add an event to the Procurement Milestone Plan between sequence numbers "10" and "20," click the  icon. The *Event Maintenance Tab Control Screen* will display with the next sequential event number.

Event Maintenance Tab Control Screen

Event Screen

The screenshot shows a dialog box titled "Event Maintenance" with a close button (X) in the top right corner. It features two tabs: "Event" and "Comments". The "Event" tab is selected. The dialog is divided into two main sections: "Event Data" and "Dates".

Event Data Section:

- Sequence: 11
- Days: 5
- Follows Event: 10 Proc. Request Received (dropdown menu)
- Description: Enter new event description (text input field)

Dates Section:

- Projected: 11/05/97
- Revised: (empty field)
- Actual: (empty field)

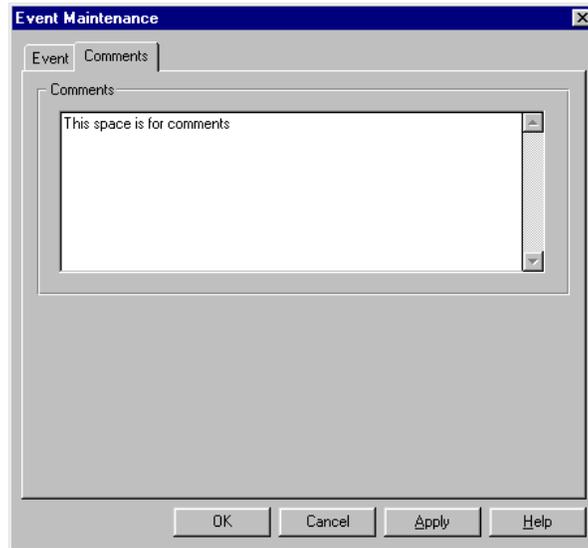
At the bottom of the dialog are four buttons: OK, Cancel, Apply, and Help.

Press the <TAB> key to move through each field.

Days:	Enter the number of days allowed for event completion.
	OR
Projected:	Enter a revised projected date.
Follows Event:	From the drop-down menu, select the sequence number of the event that this event should follow.
Description	Enter a new event description.

Click on the "Comments" tab, and the *Comments Screen* will appear.

Comments Screen

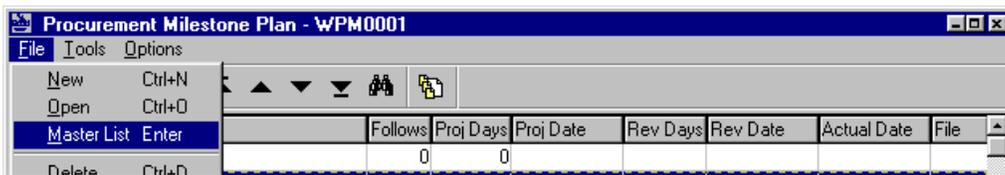


Enter any comments and click on  and return to the *Procurement Milestone Plan Browser*.

Adding a New Event from the Master Event List

The *Master Event List Browser* displays all events available in the system. For example, to add an event to the Procurement Milestone Plan from the *Master Event List Browser* between sequence numbers "20" and "30," highlight the sequence "20" and select "File" from the menu bar and choose "Master List" from the drop-down menu.

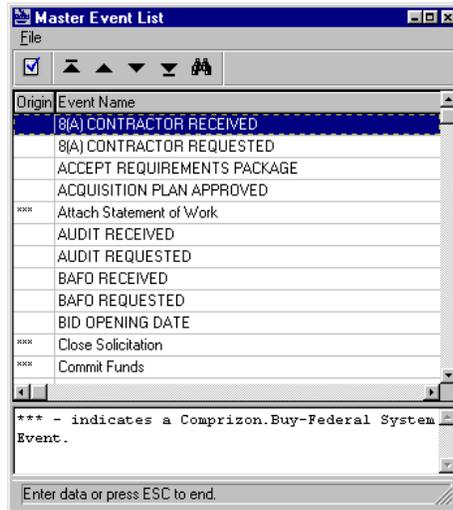
Procurement Milestone Plan Browser



The *Master Event List Browser* will display.

NOTE: *If an event needs to be added to the Master Event List Browser, contact the Regional Systems Administrator.*

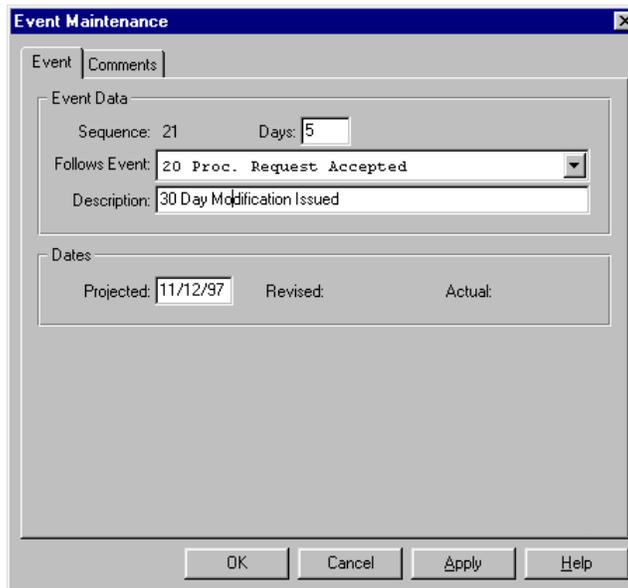
Master Event List Browser



Using the vertical scroll bar, highlight the appropriate event, select "File" from the menu bar and click "Select." The *Event Screen* of the *Event Maintenance Tab Control Screen* will display.

Event Maintenance Tab Control Screen

Event Screen

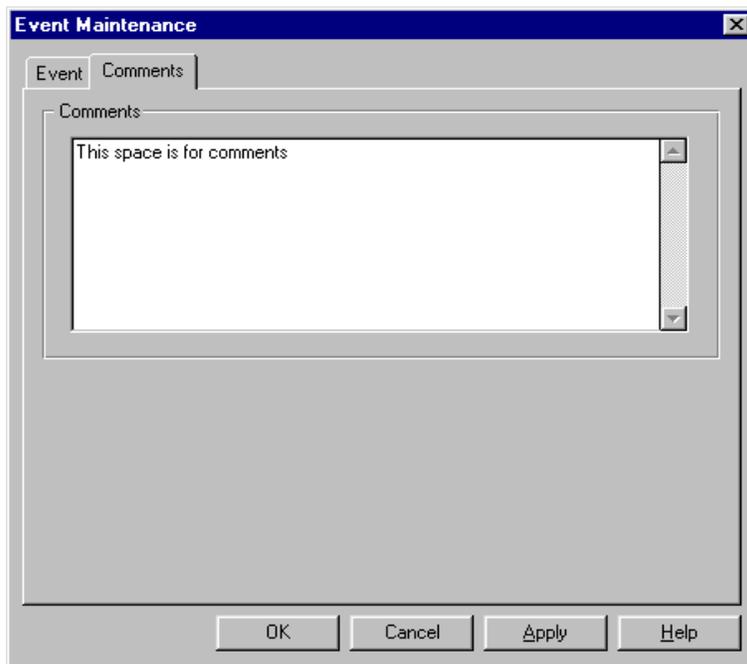


Press the <TAB> key to move through each field.

Days:	Enter the number of days allowed for event completion.
	OR
Projected:	Enter a revised projected date.
Follows Event:	From the drop-down menu, select the sequence number of the event that this event should follow.
Description	Edit the description, if necessary.

Click on the “Comments” tab, and the *Comments Screen* will display.

Comments Screen

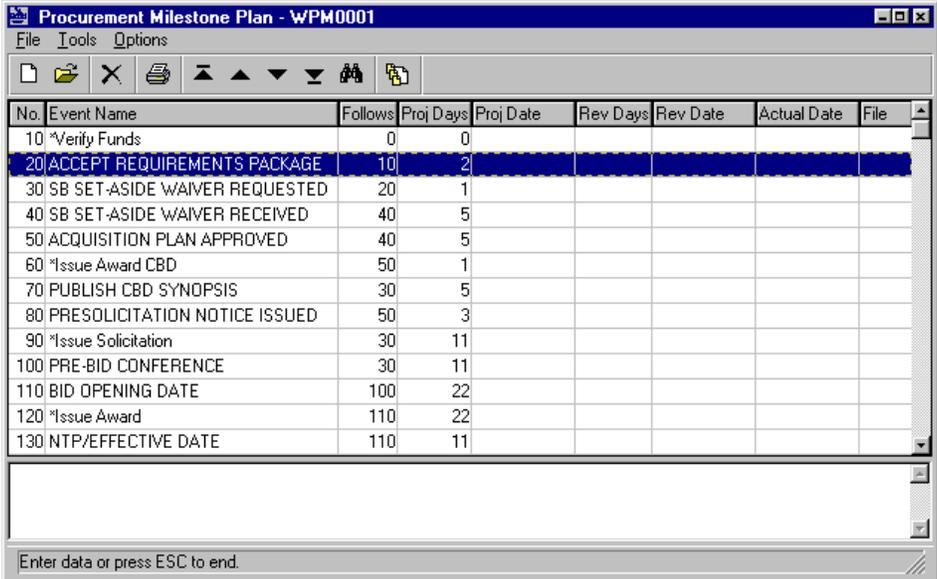


Enter any comments and click  to return to the *Procurement Milestone Plan Browser*.

Deleting an Event from the Procurement Milestone Plan

To delete an event from the *Procurement Milestone Plan Browser*, highlight the appropriate sequence number.

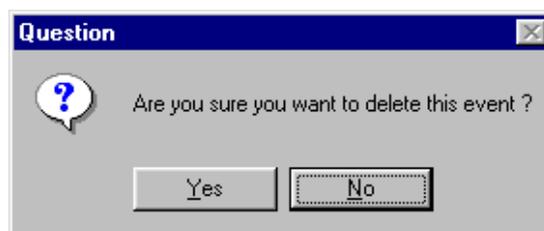
Procurement Milestone Plan Browser



No.	Event Name	Follows	Proj Days	Proj Date	Rev Days	Rev Date	Actual Date	File
10	*Verify Funds	0	0					
20	ACCEPT REQUIREMENTS PACKAGE	10	2					
30	SB SET-ASIDE WAIVER REQUESTED	20	1					
40	SB SET-ASIDE WAIVER RECEIVED	40	5					
50	ACQUISITION PLAN APPROVED	40	5					
60	*Issue Award CBD	50	1					
70	PUBLISH CBD SYNOPSIS	30	5					
80	PRESOLICITATION NOTICE ISSUED	50	3					
90	*Issue Solicitation	30	11					
100	PRE-BID CONFERENCE	30	11					
110	BID OPENING DATE	100	22					
120	*Issue Award	110	22					
130	NTP/EFFECTIVE DATE	110	11					

Click on the  icon. A *Question Dialogue Box* will appear.

Question Dialogue Box

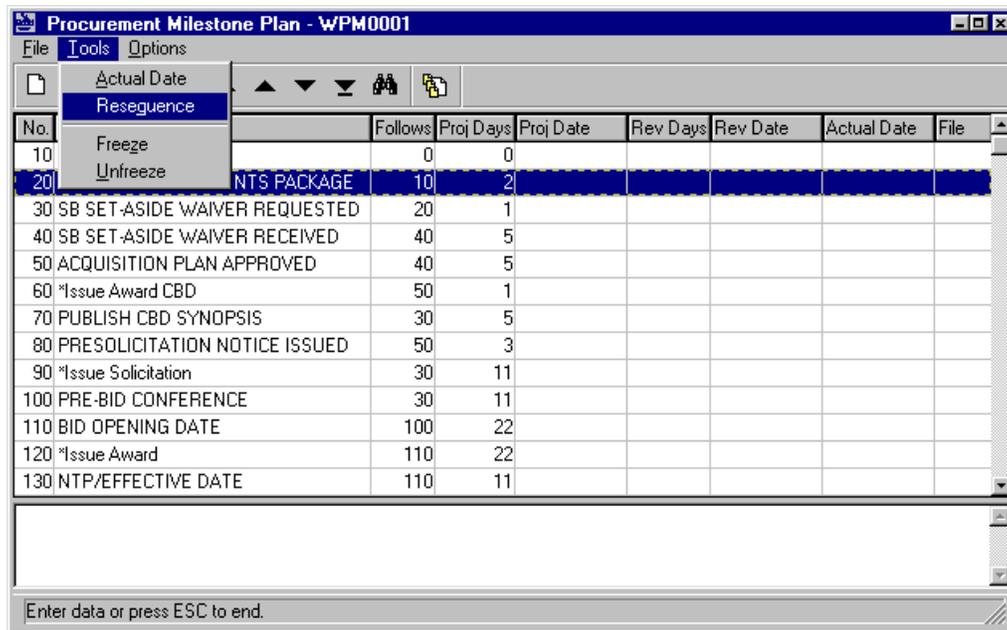


To confirm the delete process, click on . Or, to cancel the delete process, click . EAS returns to the *Procurement Milestone Plan Browser*.

Resequencing Events on the Procurement Milestone Plan

To resequence all events on the Procurement Milestone Plan with an increment of ten, select “Tools” from the menu bar and choose “Resequence” from the drop-down menu.

Procurement Milestone Plan Browser



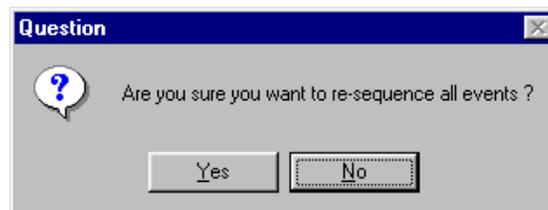
The screenshot shows a window titled "Procurement Milestone Plan - WPM0001". The menu bar includes "File", "Tools", and "Options". The "Tools" menu is open, showing options: "Actual Date", "Resequence", "Freeze", and "Unfreeze". Below the menu is a table with the following data:

No.		Follows	Proj Days	Proj Date	Rev Days	Rev Date	Actual Date	File
10		0	0					
20	NTS PACKAGE	10	2					
30	SB SET-ASIDE WAIVER REQUESTED	20	1					
40	SB SET-ASIDE WAIVER RECEIVED	40	5					
50	ACQUISITION PLAN APPROVED	40	5					
60	*Issue Award CBD	50	1					
70	PUBLISH CBD SYNOPSIS	30	5					
80	PRESOLICITATION NOTICE ISSUED	50	3					
90	*Issue Solicitation	30	11					
100	PRE-BID CONFERENCE	30	11					
110	BID OPENING DATE	100	22					
120	*Issue Award	110	22					
130	NTP/EFFECTIVE DATE	110	11					

At the bottom of the window, there is a text box that says "Enter data or press ESC to end."

A *Question Dialogue Box* will display.

Question Dialogue Box

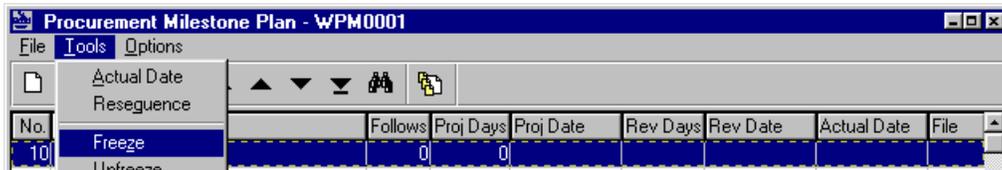


To confirm the resequencing process, click . To cancel the resequencing process, click . EAS returns to the *Procurement Milestone Plan Browser*.

Freezing Original Projected Dates on the Procurement Milestone Plan

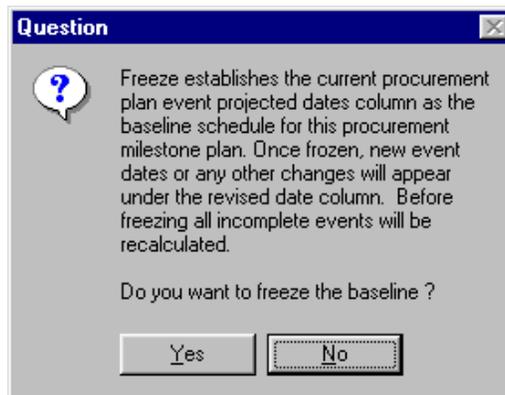
To freeze original projected dates on the Procurement Milestone Plan as the project baseline, select “Tools” from the menu bar and choose “Freeze” from the drop-down menu.

Procurement Milestone Plan Browser



A *Question Dialogue Box* will appear.

Question Dialogue Box



To confirm the freeze process, click on  . To cancel the freeze process, click  . Freezing dates locks up any dates established in the “Proj Date” column of the *Procurement Milestone Plan Browser*. If it is necessary to change dates while in the frozen stage, new dates will appear in the revised date column.

Procurement Milestone Plan Browser

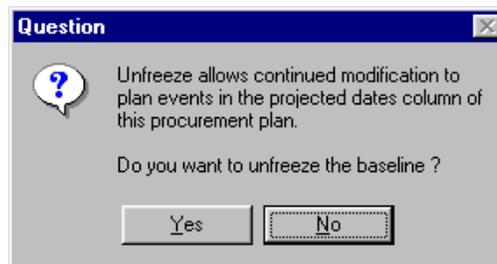
No.	Event Name	Follows	Proj Days	Proj Date	Rev Days	Rev Date	Actual Date	File
10	*Verify Funds	0	0	11/01/1999				
20	ACCEPT REQUIREMENTS PACKAGE	10	2	11/03/1999				
30	SB SET-ASIDE WAIVER REQUESTED	20	1	11/04/1999				
40	SB SET-ASIDE WAIVER RECEIVED	40	5					
50	ACQUISITION PLAN APPROVED	40	5					
60	*Issue Award CBD	50	1					
70	PUBLISH CBD SYNOPSIS	30	5	11/09/1999	7	11/11/1999		
80	PRESOLICITATION NOTICE ISSUED	50	3					
90	*Issue Solicitation	30	11	11/15/1999				
100	PRE-BID CONFERENCE	30	11	11/15/1999				
110	BID OPENING DATE	100	22	12/07/1999				
120	*Issue Award	110	22	12/29/1999				
130	NTP/EFFECTIVE DATE	110	11	12/18/1999				

In the screen below the “Proj Date,” the column has been frozen. A revised date was entered for the solicitation amendment event and that date now appears in the “Rev Date” column. Upon award of the solicitation, a date may also be entered for the “Actual Date” column.

Unfreezing Original Projected Dates on the Procurement Milestone Plan

Click on “Tools” from the menu and “Unfreeze” from the drop-down menu. The following *Question Dialog Box* will display:

Question Dialog Box



To confirm the unfreeze process, click  . To cancel the unfreeze process, click  . Freezing dates in the “Proj Date” column of the *Procurement Milestone Plan Browser* allows continued modification of the dates in the “Proj Date” column of the Plan only.

Attaching Supporting Documents

The *Supporting Documentation Browser* enables users to attach individual documents to the Acquisition Plan, such as Determinations and Findings (D&Fs). These can then be routed for Review and Approval and submitted to the Contracting Office along with the Procurement Milestone Plan.

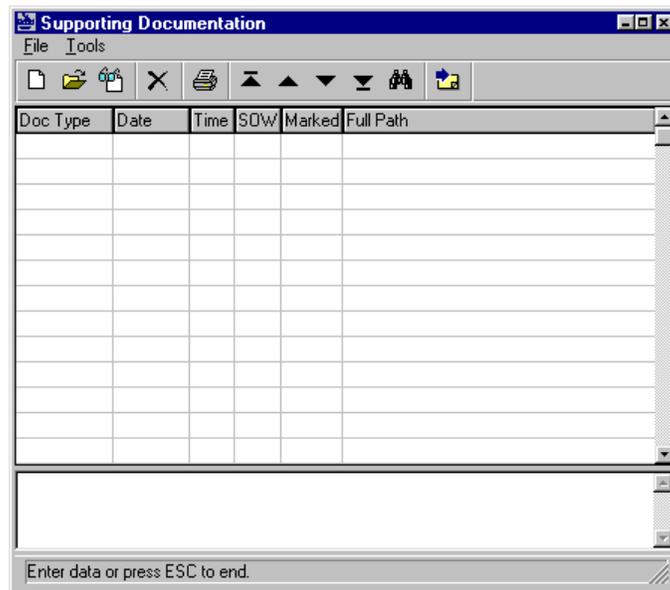
In order to route supporting documents (Determinations and Findings, Justifications, Wage Determinations, Waivers, and Other Letters) with the Procurement Milestone Plan, they must be saved in a shared directory specified by the Regional EAS Administrator.

Procurement Milestone Plan Browser



From the *Procurement Milestone Plan Browser*, select "Options" from the menu bar and select "Support Docs" from the drop-down menu. The *Supporting Documentation Browser* will appear.

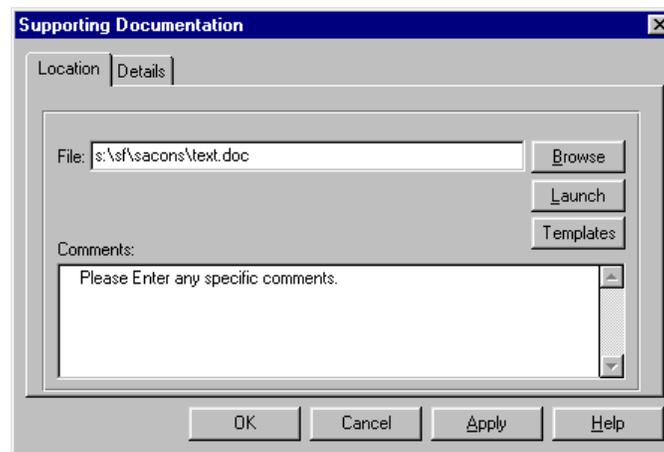
Supporting Documentation Browser



Click on the  icon, and the *Location Screen* of the *Supporting Documentation Tab Control Screen* will appear.

Supporting Documentation Tab Control Screen

Location Screen



Press the <Tab> key to move through each field.

Document File:	Enter a valid path name to a file to be attached (Example: s:\sf\
----------------	---

	sacons\text.doc).
	OR
Browse:	Click on the “Browse” button to view available file paths and files.
Launch:	Click on the “Launch” button to open the file.
Templates:	See the Regional System Administrator for available templates.
Comments:	Enter a brief document description (up to 325 characters available).

Click on the “Details” tab, and the *Details Screen* will appear.

Details Screen

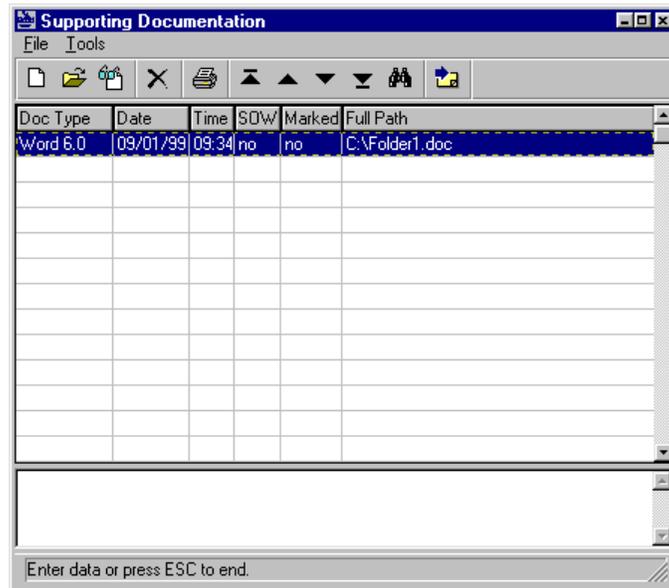
The screenshot shows a dialog box titled "Supporting Documentation" with a close button (X) in the top right corner. It has two tabs: "Location" and "Details", with "Details" selected. The "Details" tab contains the following text and controls:

- Attachment For:
- Attachment From: Procurement Plan
- Attached On: 09/17/1999
- Attachment Type: [text input field]
- This document is the Statement of Work (SOW).
- For 'Web Publish' with the Solicitation/Amendment.

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

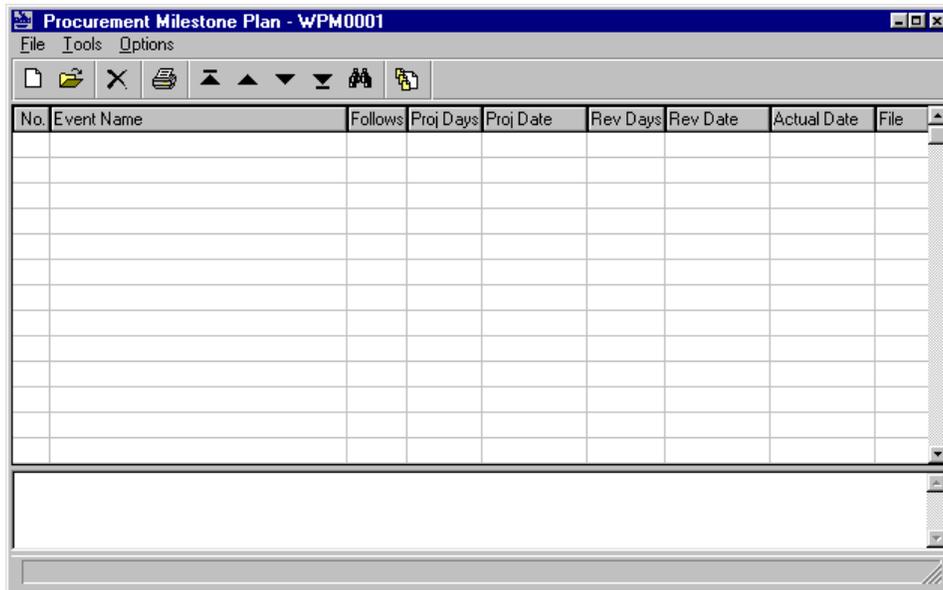
Enter the “Attachment Type,” and check the boxes if the document is a “SOW” or “for Web Publish with the Solicitation/Amendment” and click on  . Continue the process by clicking on  until all desired supporting documents have been added to the Procurement Milestone Plan. Each time “New” is clicked, the *Supporting Documentation Browser* will reappear.

Supporting Documentation Browser



Click on the  at the upper right-hand corner of the screen to return to the *Procurement Milestone Plan Browser*.

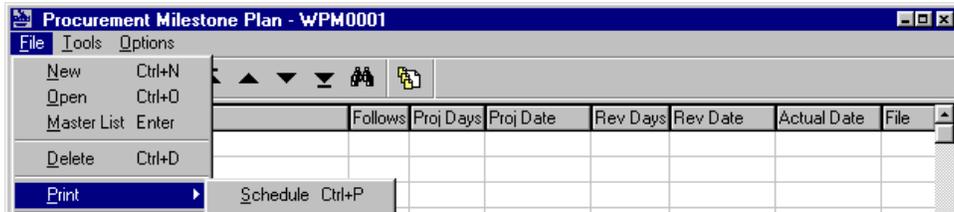
Procurement Milestone Plan Browser



Printing the Procurement Milestone Plan

From the *Procurement Milestone Plan Browser*, select “File” from the menu bar and choose “Print” from the drop-down menu.

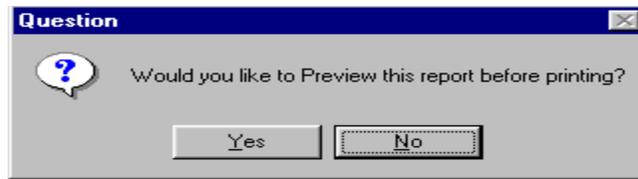
Procurement Milestone Plan Browser



The following print options are available:

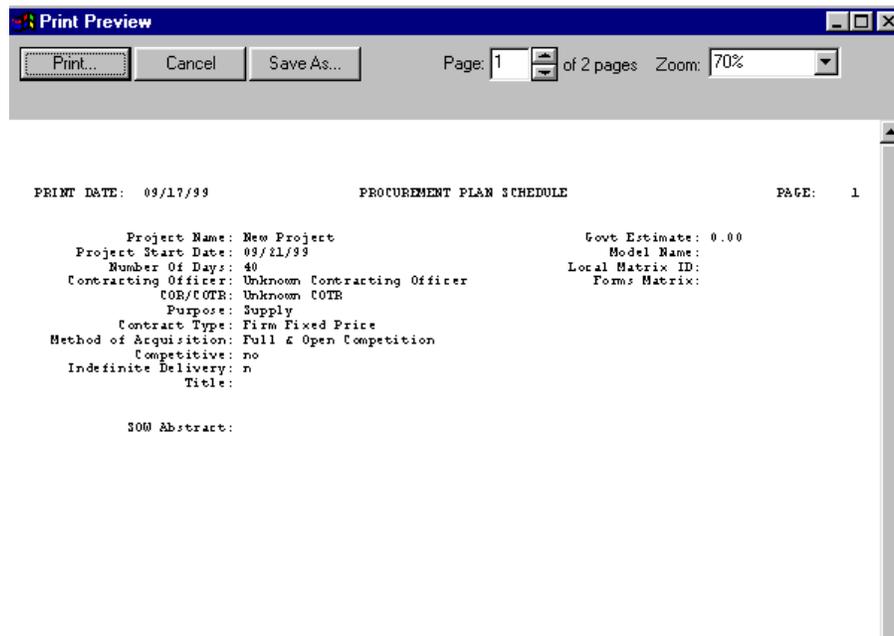
Schedule:	Print a schedule of the Procurement Milestone Plan. [Recommended]
Chart:	Print a Gantt-type chart (timeline) for the selected procurement model.

Question Dialog Box



If "Yes" is selected, the report can be previewed before printing. If “No” is selected, the report is printed without being previewed.

Print Preview Screen



After previewing the report, click on the “Print” button to print, otherwise, select “Cancel” to return to the Procurement Milestone Plan. Click on the upper right-hand corner  to return to the *Project Summary Screen*.

Routing the Procurement Milestone Plan

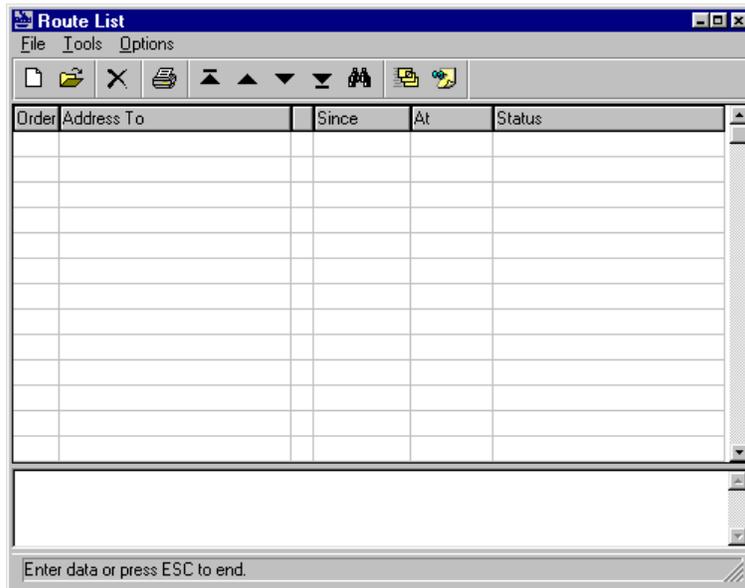
This option submits a procurement plan for Review and Approval to a list of designated procurement personnel who have been selected to perform this duty. While in the routing process, the procurement plan can only be displayed, not edited in any way. Only the user/initiator can add a reviewer/approver to a route list, edit a selected route entry, delete a selected route entry from the route list, release a procurement plan to a route list, review comments provided by selected reviewers, or print the route list and status. Use one or more of the methods outlined below to route requisitions and supporting documents.

Three options are available: create a new route list, use an existing route model, or modify a route list.

Option 1 — Create a New Route List

From the *Procurement Milestone Plan Browser*, select “Tools” from the menu bar and choose “Route” from the drop-down menu.

Route List Browser



Click on the  icon to display the *Route List Reviewer Screen*.

Route List Reviewer Screen

The screenshot shows a dialog box titled "Route List" with a tab labeled "Reviewer". The dialog box contains the following fields and options:

- Reviewer's code: FRO 
- Reviewer: Karen R. Frostad
- Title: Contracting Officer
- Order for receiving document: 00
- Priority of document being routed: 10
- Approval Required Carbon Copy

At the bottom of the dialog box, there are four buttons: "OK", "Cancel", "Apply", and "Help".

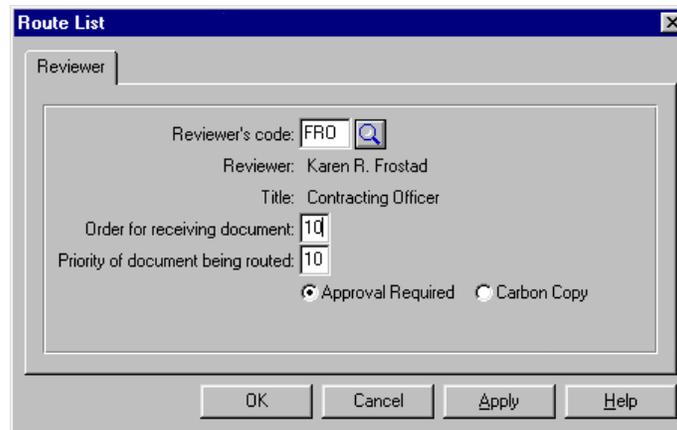
Click on the  icon to display the *User Search Screen*.

User Search Screen



Highlight the appropriate individual's name, and click on  , to return to *Route List Reviewer Screen*.

Route List Reviewer Screen

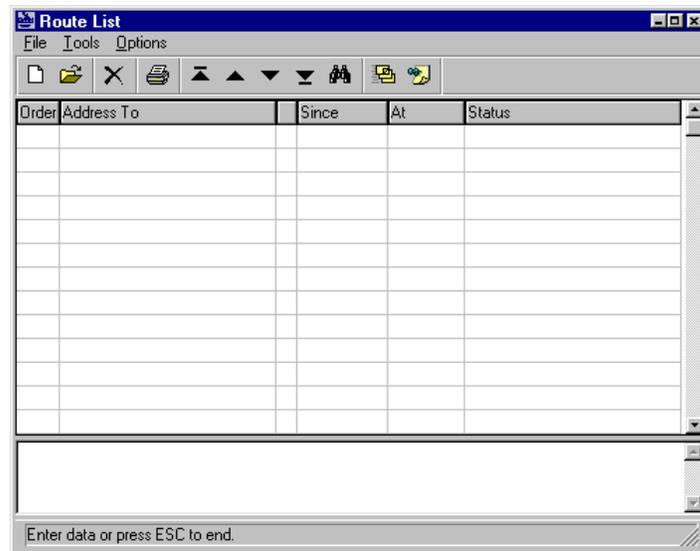


Press the <Tab> key to move through each field.

Order for receiving document:	Enter order numbers in increments of ten so an individual's name can be inserted later, if necessary. The order number must be greater than "0."
Priority of document being routed:	The priority should be left to default of "10."
Approval Required (radio button):	Click on "Approval Required" if the reviewer is an Approving Official.
Carbon Copy (radio button):	Click on "Carbon Copy" if the reviewer is not an Approving Official.

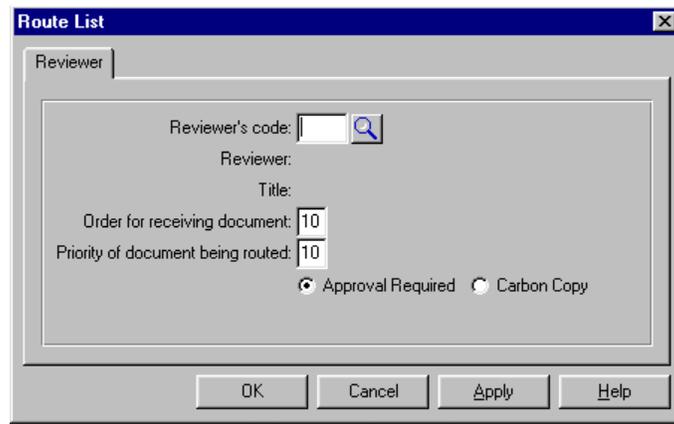
After entering the appropriate information, click on to return to the *Route List Browser*.

Route List Browser



Continue the selection process until each individual's name has been added to the route list. When the route list is complete, close the *Route List Browser* by clicking the in the upper right-hand corner, or by choosing "File" from the menu bar and "Close" from the drop-down menu. The *Procurement Milestone Plan Browser* will appear.

Route List Reviewer Screen



The "Route List Reviewer" dialog box contains the following fields and controls:

- Reviewer's code: [] [Search icon]
- Reviewer: []
- Title: []
- Order for receiving document: [10]
- Priority of document being routed: [10]
- Radio buttons: Approval Required Carbon Copy
- Buttons: OK, Cancel, Apply, Help

Click on the  icon after the "Reviewer's code" field, and the *User Search Screen* will be displayed.

User Search Screen



The "User Search" dialog box displays a table of users with the following data:

Code	Name	Title
GAL	Paul L. Gallegos	Bldg Mgmt Specialist
GAM	Harold R. Gamble	Chief, Program Supp
GAS	Karen A. Gaston	Chief, Security Sect
GAT	G. John Gates III	Mech Engineer
GER	Dan Gerges	
GIF	Vista Gifford	Contracting Officer
GIL	John E. Gill	Supv Phys Sec Spec

Below the table is a text field labeled "List Users Matching:" and buttons for "View", "Select", and "Cancel".

Highlight the appropriate individual's name, and click on  to return to the *Route List Reviewer Screen*.

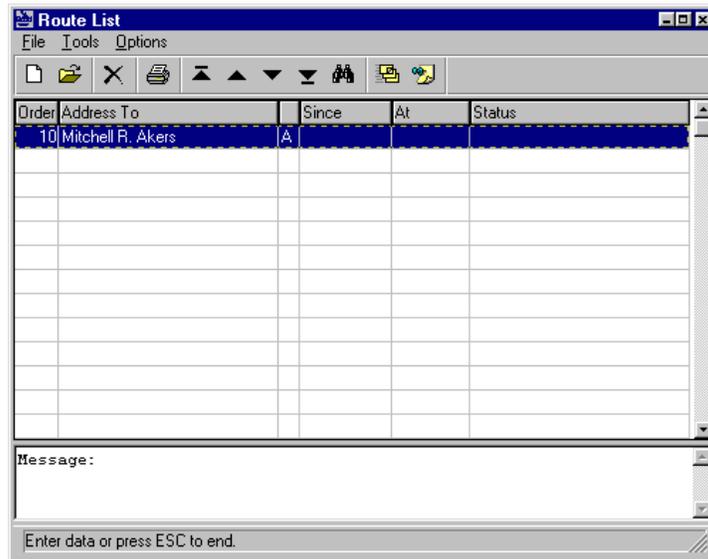
Route List Reviewer Screen

Press the <Tab> key to move through each field.

Order for receiving document:	Enter order numbers in increments of ten so an individual's name can be inserted later if necessary. An order number must be greater than "0."
Priority of document being routed:	The priority should be left to default of "10."
Approval Required (radio button):	Click on "Approval Required" if the reviewer is an Approving Official.
Carbon Copy (radio button):	Click on "Carbon Copy" if the reviewer is not an Approving Official.

After entering the appropriate information, click on  to return to the *Route List Browser*.

Route List Browser

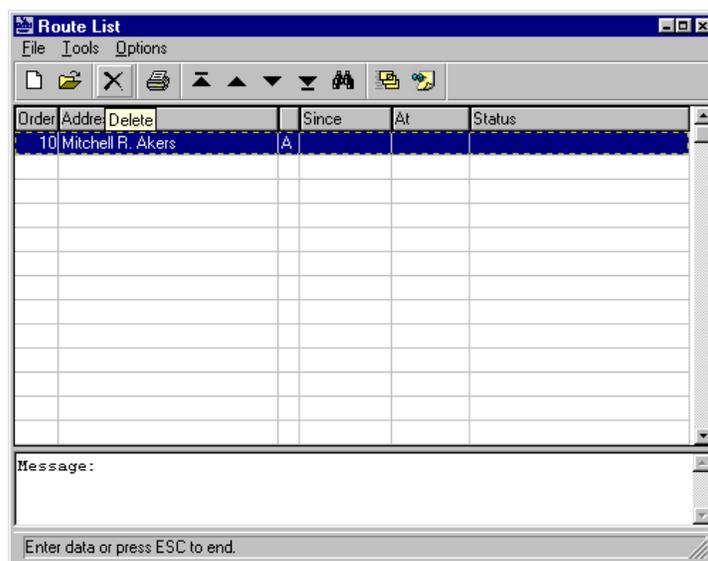


Continue the selection process until all desired names have been added to the route list.

Deleting Entries from the Route List

To delete entries from the route list, select that individual's name and click on the .

Route List Browser



A *Question Dialogue Box* will be displayed.

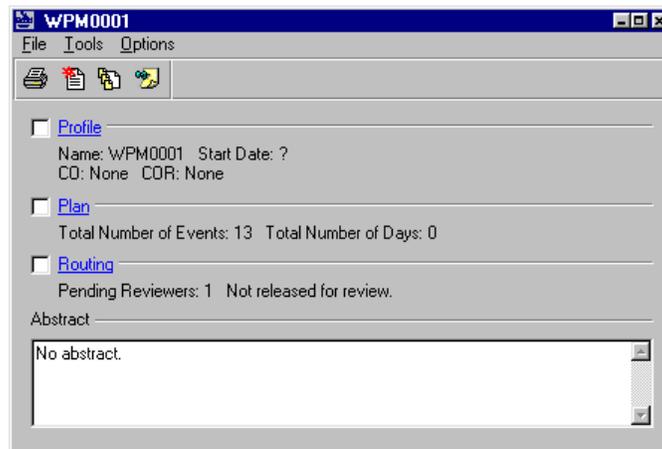
Question Dialogue Box



To confirm the delete process, click on . Or to cancel the delete process, click  to return to the *Route List Browser*.

Repeat the process until all deletions have been completed. When the route list is complete, close the *Route List Browser*, using the  in the upper right-hand corner, or choose "File" from the menu bar and "Close" from the drop-down menu. The *Project Summary Screen* will appear.

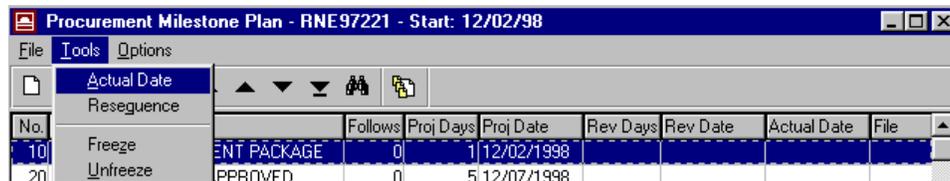
Project Summary Screen



Inputting Actual Dates into the Procurement Milestone Plan

To record the actual beginning and ending dates for highlighted events on the *Procurement Milestone Plan Browser*, select "Tools" from the menu bar and choose "Actual Date" from the drop-down menu.

Procurement Milestone Plan Browser



The *Completion Information Prompt Box* will be displayed.

Completion Information Prompt Box

Completion Information
Actual Start Date: 10/08/97
Actual End Date: 10/28/97
Actual Days: 20

Press the <Tab> key to move through each field.

Actual Start Date:	Enter the date the event began.
Actual End Date:	Enter the date the event was completed.
Actual Days:	Enter the number of days it took to complete the event.

After entering the appropriate information, press the <F2> key to save changes and return to the *Procurement Milestone Plan Browser*. Use the <Esc> key on the keyboard to cancel the screen. Repeat the process for other events. After entering all the actual beginning and ending dates, click on  at upper right-hand corner, or select "File" from the menu bar and "Close" from the drop-down menu, to return to the *Contracting Worksheet*.